

Time Management

For Federal Transit Administration
Grant Making

Process Time is Program-Dependent

- Short Term: Planning, New Freedom, Elderly & Persons with Disabilities, Other-Than-Urbanized Area Formula –no DOL referral
- Medium Term: Urbanized Area Formula, Clean Fuels, Job Access/Reverse Commute– awarded at Regional level
- Long Term: Discretionary Capital – Congressional notification and awarded at FTA HQ or OST; frequently include NEPA and Land Acquisition

Process Time through FTA is Season-Dependent

- Submit draft applications early in federal fiscal year
- Annual publication of Certifications and Assurances
- Annual publication of Apportionments and Allocations Notice in Federal Register (FR)

Applicant Readiness

- Designation of Recipient Correspondence
- Recipient User Identification/Vendor Code
- TEAM access PINs and Passwords
- Electronic Clearinghouse Operation (ECHO) PINs and Passwords
- Dun & Bradstreet (DUNS) account
- Civil Rights Programs Current

Civil Rights Programs

- **Disadvantaged Business Enterprise (DBE)**— threshold \$250k; no formal program requirement; annual goal update (August)
- **Civil Rights Act of 1964 (Title VI)** — initial plan and triennial updates
- **Equal Employment Opportunity (EEO)** —FHWA leads dual agency program review for State Departments of Transportation; triennial updates; thresholds are \$1M per annum and 50 employees
- FTA TRO-04 Point of Contact is Frank Billue (404) 865-5628 or frank.billue@dot.gov

Management Plans

- **State Management Plan (SMP):**

Elderly and Persons with Disabilities,
Other-than-Urbanized Area, Job
Access/Reverse Commute, and New
Freedom programs

- **Project Management Plan (PMP):**

Capital projects principally included in
Discretionary Capital and Urbanized Area
Formula program applications

Competitive Selection Processes Accomplished

- New Starts Program Criteria
- Program of Projects Prioritization Processes
- Bus NOFA Prioritization Processes
- Coordinated Human Services Transportation Plan

Participation Plan Actions Completed

- Actions completed in conformity with overarching Statewide Participation Plan precepts on systems level
- Metropolitan Planning Organization (MPO) Participation Plan actions completed on systems and project levels
- Project level Public Involvement Plan actions completed through project sponsor

Long Range Transportation Plan

- **Minimum Twenty-year Horizon**
- **Air Quality Conformity Modeling and Analysis**
compliant with State Implementation Plan (SIP)
- **Air Quality Conformity Report by MPO** (non-attainment areas)
- **Air Quality Conformity Determination**
 - endorsed by Federal Agencies (FHWA and FTA in cooperation with EPA)

Metropolitan Transportation Improvement Program (TIP)

- **Negotiations** between MPO and supported communities has occurred
- **Public Participation** has occurred in conformity with MPO Participation Plan
- **Fiscal Constraint** demonstrated
- **Local Matching Funds** committed
- **MPO Board Actions** have been formalized

Statewide Transportation Improvement Program (STIP)

- **Project Level Identification**
- **Fiscal Constraint Demonstrated**
- **Local Matching Funds Committed**
- **Conformity Analysis Accomplished**
- **Conformity Finding** by Federal Agencies In Place
- Coordination with Statewide **Comprehensive Plan** and/or Statewide **Economic Development Plan** Confirmed
- **State Transportation Board Actions** in Place
- **Pagination/Documentation** Established

Statewide Transportation Improvement Program (STIP)

- Federal Agency Joint Review and Approval in Place (FHWA and FTA)
 - The date of FTA/FHWA approval of the STIP is the “Programming Date” in TEAM
- Amendments in place
 - STIP amendment request letters approved by one or both of the federal agencies according to federal Memorandum of Understanding for each state
 - Amendment date supersedes initial approval date

Unified Planning Work Program (UPWP)

- MPO UPWP supports planning line items in grant applications
- MPO Participation Plan requirements met
- MPO Board Actions completed
- FTA approval of UPWP is the programming date where no STIP is involved
- Supply UPWP FTA approval date in Project Details for grants where STIP is also involved
- FTA UPWP Development Workshop available

Project Level Activities

- Flex Funding in place
 - Surface Transportation Program (STP)
 - Congestion Mitigation Air Quality (CMAQ)
 - Flexures between Federal Agencies

Consult with both agency relinquishing responsibility for the funds and agency accepting responsibility for administering the funds on case-by-case basis to establish requirements for documentation and time frames

National Environmental Policy Act

- Class I and Class III findings in place prior to grant application
 - 30-day federal agency review period common
- Class II(d) documentation and findings submitted with grant applications in TEAM—consultation with FTA recommended
- Class II(c) documentation automated in TEAM
- Refer to 23 CFR 771.117

National Environmental Policy Act

- Interagency/resource agency consultations at federal, state and local levels accomplished
- Public Involvement accomplished according to MPO Participation Plan and Project Public Involvement Plan
 - Low English Proficiency outreach conducted
 - Tribal Government Liaison Accomplished
 - Sovereign Nation status requires federal level liaison
 - Public comment periods acknowledged
 - Changes made pursuant to social input received

National Environmental Policy Act

- NEPA documents are federal documents
- Public must be involved in scoping and determination of array of alternatives for Class I and Class III actions
- Draft Environmental Impact Statement (DEIS) are inadequate to support capital acquisition
- SAFETEA-LU 18-month “shelf life”
- Uniform Relocation Assistance and Real Property Acquisition Act actions in place

Uniform Relocation Assistance and Real Property Acquisition Act

- “Uniform Act”
- Appraisal
- Review Appraisal
- 6-month “shelf life”
- Real Estate Plans for Projects Featuring Major Takings (Residential, Commercial or Industrial; Takings in Whole or Partial Takings)

Department of Labor

- 49 USC 5333(b) referral for certification
- Union information in Recipient Information in TEAM
- Automated referral system using email
- FTA Comments to DOL in TEAM
- Union Negotiations and/or Disputes may impact FTA grant award process
- Period of time it takes to achieve certification varies with season of referral
- FTA/DOL MOU

Political Factors

- Local Political Interests
- State Legislators' Interests
- Congressional Interest in specific projects

Senate Banking Committee

HR Committee for Transportation and the Environment

- Ribbon-cutting opportunities
- Interests heighten immediately pre-election
- Notification to Congress on Capital grants
- Congressional District Information in TEAM

Prepare an Annual Action Plan

- **Identify the tasks** that need to occur in advance of approaching the grant application in TEAM
- **Identify the partners**
 - FTA, FHWA, DOT, MPO, Office of Civil Rights, SHPO, local sponsors and others
- **Consult with partners** regarding time and effort commitment
 - Memoranda of understanding (MOUs) may be useful
- **Prioritize grants and prepare timelines** for each

Timelines

- Scheduling Progress- assign time to tasks
 - Working forward from today's date to award
 - Working backward from desired award date to early start date
 - Evaluate simultaneous activities
 - Understand "Float"
- Critical Path Method
- Gantt Charting
- How many timelines do you need?
 - Single timeline for entire annual FTA program?
 - Timeline for grants in each of several FTA programs?
 - Timelines for individual FTA grants?

Competency of Drafts

- Drafts in TEAM must be complete prior to “submittal”
- Draft review Business Practices
 - Reviews by legal, civil rights, planning, program management, DOL, OPPD, OPM, and RA or DRA
- Multiple reviews drain resources and protract delivery of the regional program for everyone

Plan the Work and Work the Plan

- Be realistic in evaluation of effort required to deliver the program annually
- Appreciate workload—yours and others'
- Cross-training within agency staffs
- Collaboration with Partners -- MOUs
- Seek training as needed
 - Stay current in TEAM
 - Stay current with FTA Circulars
 - Stay current with FTA news online

Annual Cycle: Federal Fiscal Year October 1 – September 30

